

SWIMMING POOL/SPA & BARRIER

Application Checklist



This checklist includes all of the information required to deem the application 'complete' and enable Applications to be processed in a timely manner.

Please submit application along with this checklist to: city@busselton.wa.gov.au

Required Information	Checklist
<p>Application Form</p> <ul style="list-style-type: none"> Completed Certified BA1 or Uncertified BA2 application form All sections of the form must be completed. All property owner/s must be named on the form and signatures where applicable The Applicant and Builder need to sign the relevant sections: <i>A Class 10b application does not need a registered builder, however the Builders section 4 must be filled out and signed</i> Certificate of Design Compliance BA3 (if a BA1 certified application form is used) 	<input type="checkbox"/>
<p>BCITF Levy payment receipt</p> <ul style="list-style-type: none"> This is required for all works with an estimated cost of construction above \$20,000 Can be paid online at BCITF Levy - Construction Training Fund (ctf.wa.gov.au) please provide receipt with application when submitting 	<input type="checkbox"/>
<p>Pool Barrier</p> <ul style="list-style-type: none"> All pools/spas are required to have an associated barrier around them (compliant with Australian Standard 1926.1). See Rules for Pools and Spas for requirements. An indicative location of all proposed safety barriers and gates is to be shown on the site plan drawings. 	<input type="checkbox"/>
<p>Plans and supporting documentation</p> <ul style="list-style-type: none"> Site plan, including: <ul style="list-style-type: none"> Lot boundaries and dimensions Pool location, distance from lot boundaries and/or dwelling Indicative location of safety barrier and gate Barrier/ fencing details, including: <ul style="list-style-type: none"> Type of barrier/fence: Will a boundary fence be used to form part of the pool barrier? Height of barrier or fence Distance from lot boundaries Gate(s) must be shown to swing away from the pool area Type of gate latch and the height to be installed Swimming pool specifications – length, width and depth Details of retaining walls (where relevant and if proposed) Is the pool located in a landscape value area or the front yard of a property? If so, planning approval may be required prior to the issuing of a building permit 	<input type="checkbox"/>

Once application has been received the applicant will receive an invoice. Please refer to the [Online Building Fee Calculator](#) for fees.

Enquiries: may be directed to Building Services staff on 9781 1732, via email at city@busselton.wa.gov.au or in person at the City Administration Building during office hours Monday – Friday.

All Communications to:

T (08) 9781 0444

Locked Bag 1 Busselton WA 6280

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and opportunity thrive.*